

ON-SITE MONITORING REVIEW SHEET

School food authorities that are comprised of more than one school, or have contracts with a food service management company, are required to conduct on-site monitoring visits at each school before February 1. The purpose of the monitoring visit is to determine that the counting and claiming system being used at each site is the one that was submitted to the Department of Education and that the system is properly implemented. If a problem is found, corrective action must be taken and a follow up visit conducted to assure that the problem has been corrected. Districts that contract with a management company must conduct a visit even if there is only one school site, and the review must be conducted by an employee of the school district.

Name of School Food Authority	Name and Title of Reviewer
Name of School	Date of Review

MEAL COUNTING SYSTEM			
1.	Is the meal count taken at the end of the line, after all components of the meal have been offered? Including milk, and all foods that are part of the planned reimbursable meal?	YES	NO
2.	Do students go to the salad bar and get their meal before they go by the cashier and are counted?	YES	NO
3.	Does the person taking the meal count check to determine that the meal is reimbursable?	YES	NO
4.	What does the person taking the meal count look for to determine that the meal is reimbursable? Briefly describe:		
5.	How is the reimbursement category documented? Check one: ___ only coded tickets are used and each student hands one in ___ coded tickets are handed in and meals paid for with cash are recorded on coded cash register keys ___ a roster of students' names is checked, no cash is taken ___ coded, multiple-use tickets are punched and the count entered on a cash register, stick count roster or other method (explain) _____ AND meals paid for with cash are recorded on the cash register ___ computer count system using student ID or name		
If another system is used, describe here:			
Is this system approved by the School Food Authority?		YES	NO

MEAL CLAIMING SYSTEM			
1.	Are meal counts by meal type and eligibility category recorded daily?	YES	NO
Describe the format for recording the meals:			
2.	Is there more than one place where meal counts are taken?	YES	NO
If yes, describe the process for consolidating the daily count:			
3.	Does the system used to consolidate and total the meals assure a correct report?	YES	NO
4.	Are counts correctly reported to the School Food Authority?	YES	NO

CORRECTIVE ACTION

If any question is answered "NO", corrective action is needed. Explain of action to be taken:	
Date completed _____ (No more the 45 days after first review)	Date of follow up review _____

Signature of person completing this form _____